

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
ADULT SYSTEMS OF CARE
Rio Hondo Community Mental Health Center**

TRANSFER or PROMOTIONAL OPPORTUNITY

STAFF ASSISTANT II

The Rio Hondo Community Mental Health Center is seeking a highly motivated, self directed, committed individual to fill a full time vacant position as a Staff Assistant II (SAII) at their main site in Cerritos.

ESSENTIAL JOB DUTIES:

- Supervises a team of clerical and financial services staff responsible for front office duties, data entry, and financial evaluations, in support of a large interdisciplinary mental health clinic. Prepares performance evaluations for all subordinate staff.
- Participates in all required trainings to develop expertise in the new claims system known as IBHIS. As a trained “Superuser”, assists subordinate staff as needed to adequately complete their duties.
- Oversees the completion of “unbilled” and “denied” claims reports to assure the maximum possible generation of revenue for the Department.
- Monitors 60-90-120 days without service reports, as well as overdue UMDAP reports to assure appropriate client flow and financial compliance.
- Prepares regular reports to Program Head on workload, safety concerns, facility inspection, and files Security Incident & Non-clinical Incident Reports when required.
- Analyzes and makes recommendations on organizational problems or work procedures within the clinic and may participate in the implementation of changes.
- Participates and assists the Program Head in the recruitment, selection, and placement of qualified support staff employees.
- Submits orders for supplies & equipment for the mental health center; maintains inventory of supplies & inventory of capital & non-capital assets.

DESIRABLE QUALIFICATIONS:

- Excellent organizational and interpersonal skills.
- Excellent oral and written communications skills.
- Ability to prioritize multiple tasks.
- Experience within the Department of Mental Health
- Spanish Speaking a plus.

Interested individuals who currently hold the payroll title of Staff Assistant II are encouraged to submit a detailed résumé, last two performance evaluations, Master Timecard for the past 12 months and a letter of interest no later than **June 15th, 2014**.

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